



Foreign Affairs Handbook

14 FAH-1 – Department-Wide Personal Property Management Handbook

Change Transmittal: PPM-11

Date: March 12, 2012

14 FAH-1 H-220 PREVENTIVE MAINTENANCE AND REPAIR

Major Changes

1. This Change Transmittal issues the following changes to 14 FAH-1 H-220:
 - **14 FAH-1 H-221.1, Appliances:** Preventive maintenance other than that found in manufacturer's care and maintenance instructions should be determined by the facility manager. In the absence of a facility manager, the accountable property officer (APO) should make that determination;
 - **14 FAH-1 H-221.4, Household Furniture:** Occupants must report damage to U.S. Government-issued property as soon as possible. Employees must report damage to household assets when they inventory a residence;
 - **14 FAH-1 H-221.5, Maintenance Contract:** Establish a maintenance program for office machines such as shredders if an in-house maintenance capability exists. The facility manager should be selective in assets to be serviced;
 - **14 FAH-1 H-222, Repair:** Repair data and cost information should be recorded in the Maintenance Module within the Integrated Logistics Management System (ILMS); and
 - **14 FAH-1 H-223, Preventive Maintenance or Repair Contract:** The accountable property officer must ensure that repair costs and related charges for all personal property are recorded in the Maintenance Module within ILMS.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than

half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-1 H-220 (CT:PPM-2; 07-27-2005) and insert revised subchapter 14 FAH-1 H-220 (CT:PPM-11; 03-12-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-11, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.